

(Minutes of OCh/G Staff Meeting, 27 April 1954)

PRESENT: [REDACTED]

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1. Plans were discussed for the training of a group of G-2 Mobilization Designation Reserve Officers who will be undergoing a two-week active duty training tour within CIA in the near future. It is scheduled that these officers will be briefed on the activities of the Geographic Area between 1 and 4 P.M. on the afternoon of 13

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25X1A9A 2. [REDACTED] emphasized the necessity for coordination with OCI on any geographic jobs that are being done on a rush basis that concern an area where a fluid current situation is involved. It was pointed out that a check with OCI was necessary in connection with the rush job being done on the Dien Bien Phu Area. This coordination with OCI should be standard operating procedure for any such cases in the future.

25X1A9A 3. [REDACTED] reported that the call for preparation of budget estimates for fiscal year 1956 is imminent. It is anticipated that the budget will be prepared so as to be ready for submission from ORR on or about 15 June.

4. It was announced that the Basic Intelligence Course is being carefully studied with a view to revision of the organization of the course. It is anticipated that the course will be divided into two phases, the first of which will consist of three weeks and will be designed for those CIA employees who are scheduled to assume jobs that do not require substantive research activities. The second phase, which will be a four-week phase and for which completion of the first phase will be a prerequisite, is designed for those individuals who are scheduled to be performing intelligence analysis in their assignment with the Agency. This proposal is subject to approval of the DD/I and General Cabell, but it is recognized that if approved, this will alleviate some of the problems that have resulted in the Geographic Area as a result of new employees being required to take a full six-

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weeks BIC training course even though their assignment within the Area does not require substantive intelligence research. If this plan is approved by the indicated higher authorities in the Agency, the Office of Training expects to be able to put it into operation beginning in the month of May.

25X1A9A 5. [] reported that St/I intends to establish a 'tickler' file of continuing clearances with other agencies. This file will serve as a basis for warnings to be issued to the various Divisions of ORR sufficiently in advance of the expiration of normal clearances to permit the Divisions to submit requests for renewed clearances.

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7. Plans for the annual picnic of the Geographic Area were discussed. It was felt that late May or early June would be the most suitable time for the picnic. A committee of two individuals from each Division will be appointed and the committee will proceed to nominate and elect a Chairman. It was suggested that it might be advisable for last year's picnic committee chairman to serve as an advisory member of this year's group.

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25X1A9A 8. [] announced that the Geographic Division would be without the services of [] during the month of May at which time she will be serving jury duty in the District of Columbia.

25X1A9A 9. [] reported that there had been no further concrete developments as regards the building space for the move of the Map Library

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In the meantime a report by building engineers as to the required specifications of an area that will be sufficient to support the heavy weight of map cases and other furniture in the Map Library Division is pending.

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25X1A9A 12. [] [] emphasized the priority problem which has developed in the Far East Compilation Branch of D/GC. The heavy work load there, which has been building up for some time, has now reached such serious proportions that the Branch is faced with the necessity of refusing to accept new projects. The problem is further complicated by the fact that the work load of other branches in the Division is also extremely heavy and none of the work load from the Far East Branch can reasonably be transferred to them.

25X1A9A 13. [] read a draft of the quarterly report for the Geographic Area which will be combined with the quarterly reports from the other Areas of ORR and will be submitted to the DD/I. All Divisions concurred in the draft of the report as read by [] 25X1A9A

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